

**CONFIDENTIAL**

**FE/DIV PERSONNEL ACTIONS  
(EXCEPT COMPETITIVE PROMOTIONS)**

UNIT	PERS BR C/PERS	CONTROL	CMC	PROCEDURE
				<p>A. AFTER AGREEMENT WITH BR ON ACTION TO BE TAKEN, PREPARE FORM 1152</p> <p>① B. NOTE PENDING ACTION ON PCR LIST.</p> <p>C. ATTACH SOFT FILE FOR ALL CASES, A BIO PROFILE FOR THE CASES REQUIRING CMC REVIEW AND OTHER ATTACHMENTS AS REQUIRED I.E. W-4 ON TRANSFER OF FUNDS, PHS ON NAME CHANGES, ETC.</p> <p>D. IF ACTION CONCERNS NON-CSCS PERSONNEL, COORDINATE INFORMALLY WITH PARENT CS.</p> <p>E. SIGN AS REQUESTING OFFICER.</p>
				<p>② A. PULL COPY OF 1152 FOR DIV PENDING FILE.</p>
				<p>A. SIGN AS DIV APPROVING OFFICER FOR ALL PROMOTIONS AND REASSIGNMENTS UP THROUGH GS-7.</p> <p>③ B. SIGN AS DIV APPROVING OFFICER AFTER CMC REVIEW ON ALL OTHER.</p>
				<p>④ A. APPROVES FOR DIV ALL PROMOTIONS FOR GS-8&amp;9 AND ALL REASSIGNMENTS FOR GS-8 AND UP.</p>
				<p>⑤ A. DISTRIBUTE COPIES OF 1152 AS FOLLOWS:            (1) TO PANEL            (2) TO OFFICE OF SECURITY FOR CHANGE IN TYPE OF FUNDS (V TO UV) AND NAME CHANGES.            (2&amp;3) TO OFFICE OF SECURITY FOR LWOP AND FOR TRANSFER IN OR OUT OF THE DIV AND INTO OR OUT OF HDQRS.            (4) TO PAYROLL FOR LWOP AND RESIGNATIONS.</p> <p>B. NOTE DATE OF RELEASE ON PENDING FILE COPY.</p> <p>C. FOR NON-CSCS PERSONNEL, ROUTE TO PANEL FOR PARENT CS FOR APPROVAL AND FORWARDING TO OP.</p>
				<p>⑥ A. WHEN FORM 1150 IS RECEIVED FROM OP:            (1) CORRECT THE STATUS AND T/O CARDS; AND            (2) SEND THE FORM 1152 IN THE PENDING FILE TO THE B&amp;F BR.</p>
				<p>⑦ A. FILE ONE COPY IN SOFT FOLDER.</p> <p>B. GIVE THE OTHER COPY TO THE AFFECTED HQ EMPLOYEE OR NOTIFY THE FIELD BY DISPATCH.</p>

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